

TRANSMITTAL SLIP		DATE 9/2/87
TO: DDA		
ROOM NO. 1201	BUILDING Key	
REMARKS:		
FROM: DIG/for Audit		
ROOM NO. 1201	BUILDING Key	

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87-1896x

2 September 1987

MEMORANDUM FOR: Deputy Director for Administration

VIA: Inspector General

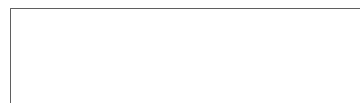
FROM:
Deputy Inspector General for AuditSUBJECT: FY 1988 Audit Plan for Directorate of
Administration Activities

1. Attached for your review and concurrence is our annual audit plan for the Directorate of Administration for FY 1988. The plan, as prescribed by lists the activities scheduled for audit during the fiscal year, indicates the quarter in which each audit is projected to begin, and estimates the approximate workdays required to complete each audit. The plan also shows the cut-off date for the last audit and the risk factor we have assigned to the activity. The overall risk factor assigned to each activity is the result of applying a methodology which explicitly considers and weights such pertinent factors as the quality of internal controls, scope of financial and property responsibilities, senior management interest, and the like. Finally, the plan shows for your information those DA activities which are not scheduled for audit during FY 1988.

2. Each audit will include a review of administrative functions to evaluate the effectiveness of internal controls and procedures and to assure compliance with Agency regulations. Financial and logistical transactions will also be reviewed to determine their propriety. In some situations the auditors will be reviewing compliance with Executive Order 12333. Prior to the beginning of each audit we will contact appropriate officials to coordinate the specific timing and areas of emphasis of the audit.

3. Throughout the year members of our Information Systems Audit Division will be reviewing and coordinating on computer applications under development, including CLAS (Commercial Logistics Applications System), BARS (Budget and Accounting

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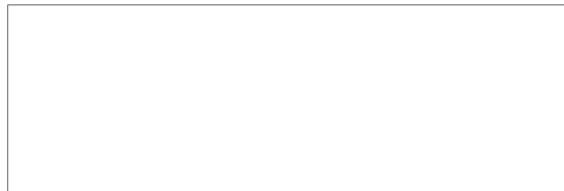
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Reporting System), STARS (Station Accounting and Reporting System), the administrative systems to implement various employee benefit programs affecting payroll, insurance, and retirement, and other systems that may come under development. This review and coordination is useful to ensure that appropriate internal controls are programmed into systems during the developmental phase; and, if the situation requires it, may result in interim audit reports to the responsible senior managers.

4. Please indicate your concurrence in the proposed audit plan by signing and returning the original of this memorandum. If there are additional areas of audit concern that you would like to have reviewed during FY 1988, or if you wish further clarification of any aspects of those activities scheduled for audit, please contact me.

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Attachment:
FY 1988 DDA Audit Plan



S E C R E T

SUBJECT: FY 1988 Audit Plan for Directorate of
Administration Activities

CONCUR:

25X1



11 SEP 1987

Deputy Director for Administration

Date

25X1

C/ASTAD/AS,  (2 Sep 87)

Distribution:

Orig. - Signature & Return

1 - DDA

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S E C R E T

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